

MEMORANDUM FOR: Director of Security

SUBJECT : Use of Federal Records Centers for Permanent Storage of Agency Inactive Records

REFERENCE : Memo dtd 4 Nov 69 to DD/S fr D/Sec, subj: Security Evaluation of the Use of Federal Record Centers

1. I have reviewed your evaluation of the proposal to use Federal Records Centers for storage of Agency records and am pleased to note that your recommendations, when approved as Agency policy, will afford significant progress in resolving our records storage problem.

2. I intend to lend my full support to obtain the Director's approval of the significant change in Agency policy your recommendations will entail. As a first step in obtaining DCI approval, I shall within the next two weeks brief the Executive Director-Comptroller on the proposal seeking his concurrence and acceptance. As a part of this briefing, I want to point out that the Support Directorate is taking immediate steps to transfer certain collections of DD/S records for storage at WNRC under the special security provisions outlined in your recommendations. Upon approval by the Director, these DD/S collections will be the first transferred to WNRC.

3. The Records Administration Branch of the Support Services Staff has at my request identified some 10,000 cubic feet of our inactive office records [redacted] which seem to meet the criteria set forth in paragraph 15(6) of your memorandum. All of this material has [redacted] more than two years; much of it is ten and fifteen years old and will require only a minimum amount of retrieval action when placed at WNRC. The Office of Security, for example, has 2,000 cubic feet of Security case files which could be transferred for permanent storage at WNRC under this new policy; the Office of Logistics has 900 cubic feet of requisitions and contracts; the Office of Personnel has 600 cubic feet of personnel files; the Office of Medical Services has 500 cubic feet of medical folders; and the Office of Finance has 6,000 cubic feet of finance vouchers and Support papers [redacted]. The foregoing figures may be considered as a point of departure from which each Office should carefully review all of its inactive files [redacted] for possible transfer to WNRC.

4. Before briefing the Executive Director on this program, I must have the assurance of the Support Office Heads that transfer of their records to WNRC

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for Support

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RHW:es (11 Dec 69)

Distribution:

Orig & 1 - Adse w/orig of att (DD/S 69-4995)  
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<b>TRANSMITTAL SLIP</b>		DATE
<b>TO:</b> Director of Security		
ROOM NO. 4E-60	BUILDING Hqs.	
REMARKS:		
<b>FROM:</b> DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-B  
WHICH MAY BE USED.

(47)

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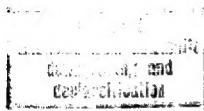
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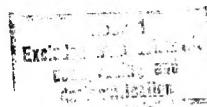
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NOTE: Jean/SSS already has their copy of  
DD/S 69-4995.

Ellen  
11 Dec 69

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